

POSITION TITLE: Cashier/Clerk
DEPARTMENT: Treasurer's
APPOINTING AUTHORITY: Treasurer
SUPERVISOR: Treasurer
GRADE LEVEL: 10
DATE APPROVED: January 4, 1994

GENERAL PURPOSE

Assist the City Treasurer and Deputy City Treasurer in the performance of the treasury function of the city and implement the directives of the City Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collect, handle, receipt, process, have temporary custody of cash and cash items received over the counter, through the mail and via the tube system, remittances of Real estate and Personal property taxes, sewer and water service payments, municipal license fees, permits, special assessments, grants, aids, shared revenues and departmental receipts.

Process special clearances and petty cash payment requests, sell trash bags and recycle bins and issue dog and cat licenses.

Perform daily reconciliation of cash, prepare bank deposits, and make deposits in the absence of the Treasurer and Deputy Treasurer.

Compute interest and penalty charges on delinquent Personal Property taxes, and monitor these accounts. compute interest and principal payoffs for special assessments.

Other duties as assigned by the Treasurer.

PERIPHERAL DUTIES

Assist in general office and clerical work throughout the office.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent with specialized course work in accounting, general office practices, or data processing, and three (3) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing.

Working knowledge of cash, banking and bookkeeping methods, practices, and procedures.

Ability to use listed tools and equipment.

Ability to type, spell, and punctuate properly.

Ability to make independent judgments which have moderate impacts on the organization.

SUPERVISION RECEIVED

Works under the general guidance of the City Treasurer.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10 key calculator, telephone, fax machine and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.